ERNET India

Duties of Officer's & Employees

1.	**Shri Sudeep Shrivastava** **Director General** **Head of ERNET India**
2.	**Shri Gajanan Pimparkar** **Senior Director** **Group Coordinator: Emerging Technology and ICT&CB division** **Group Activities:** Data Center related projects, Smart education related services, Office Automation, Software Development, International Co-operation, Internet Resource Management, Domain Registration, Cyber Security & Cyber Forensics, ISO Implementation, Capacity Building etc. ▪ Overall responsibilities of the Group's activities towards technical, financial and other manageable issues. ▪ New Initiatives/ICT project proposals utilizing emerging technologies. ▪ Reviewing and supporting all ongoing project activities. ▪ Exploring newer opportunities and developing newer concepts to help identify core areas for future activities of ERNET India. ▪ Preparation of Annual plan, Annual Report, Performance Budget, technical presentation & inputs related to EC & GC meetings. ▪ Initiatives towards Skilling & Capacity building in emerging technologies. ▪ Related work & Misc. work as assigned by competent authority from time to time.
3.	**Dr. A. Paventhan Senior Director** **Head of Division : R & D** ▪ Collaborative R&D projects in the domain of Internet of Things (IoT), Tactile Internet, LiFi/ Visible Light Communication, Cyber Security and Quantum Communication/ Quantum Internet; ▪ In-charge of project activities of the ERNET regional centres of Chennai and Bangalore
4.	**Shri Avanindra Singh** **Director** **Head of Division : Networking Communication** **Division Activities:** (Sectoral Network, Campus Wi-Fi Network, VSAT Connectivity etc.) Managing the Networking Communication Division for its all activities.

5.	**Sh. Vipin Aggarwal** **Director (Finance)** **Head of Division: Finance** Overall supervision relating to accounting and all other matters related to finance and accounts of the organisation. Responsibilities includes: ▪ Timely preparation and auditing of Annual Financial Statements and thereafter convening F&A Committee meeting for recommendation of Annual Financial Statements for adoption by the Governing Council; ▪ Investment of surplus funds in line with the guidelines; from time to time; ▪ Direct & Indirect Tax related compliances; ▪ Ensuring financial propriety in the expenditure; ▪ Getting books of accounts audited by Statutory Auditors, Internal Auditors and C&AG (P&T) auditors and of their compliances; ▪ Sponsored Project related financial concurrences, project accounting, PFMS updation, issuance of UC etc.; ▪ Payment of pay & allowances etc.; and ▪ Member of various committees constituted from time to time.
6.	**Shri Arun Kumar Singh,** **Registrar & Director (P&A)** **Head of Division: Personnel & Administration** Overall supervision of Personnel/Administrative& HR matters relating to all Officers/Staff of ERNET India (EI). Responsibilities involve but not limited to the following: ▪ Manpower Planning; ▪ APARs custodian; ▪ Coordinating EC & GC and other High Level Committee Meetings; ▪ Statutory compliances and Court Cases; ▪ Coordination and communication of Parliamentary Questions and VIP replies; ▪ RTI matters; ▪ Public Grievances; ▪ Coordination in preparing and printing of Annual Report; ▪ Supervising Tendering Process; ▪ Procurement of Technical & Non tech. items through GeM; and ▪ Coordinating Rajbhasha matters.

7.	**Shri Kishor Lala** **Director** **Head of Division: ICT & Capacity Building (ICT&CB) Division** ▪ Data Center Project: Phase-II Stage 2 – Supervision, Implementation and O&M of MPLS Connectivity and Remote Sites. ▪ Supervision of Domain Registration Services and Office Automation. ▪ Submission of new initiatives/concept/ project proposals in area of ICT/ Connectivity/Smart Classrooms/Software Development/ Capacity building. ▪ Exploring newer opportunities and developing newer concepts to help identify core areas for future activities of ERNET India. ▪ To assist in preparation of Annual plan, Annual Report, Performance Budget, technical presentation & inputs related to EC & GC meetings. Any other work assigned by Group Coordinator (GC) from time to time.
8.	**Shri Ranjan Kumar** **CISO & Additional Director** **Emerging Technology Division** ▪ CISO related activities. ▪ Internet Resource Management including management of MyAPNIC portal. ▪ APAN Membership, APNIC Membership, Fellowships and other international matters & industry collaboration. ▪ ISO 27001:2022 Implementation in ERNET India. ▪ Coordination on Cyber/Information Security matters with all Ministries/ Departments/agencies like CERT-In, MHA, NSCS, DRDO, NCIIPC etc. ▪ New project proposals in Cyber Security & Cyber forensics. ▪ Preparation of Annual plan, Annual Report, technical presentation & inputs related to Cyber Security. Any other work assigned by Group Coordinator (GC) from time to time.
9.	**Shri Anupam Srivastava** **Sr. Manager** **Networking Communication Division** Section: Campus Network with WiFi technologies ▪ Campus Network with WiFi technologies, etc ▪ Ongoing work of setting up of campus network at Patna University and maintenance services at NEHU Shilong, Osmania University Hyderabad, Utkal University Bhubaneswar; ▪ Expansion of work to increase user base/ improve revenue; ▪ Any other work given by HoD;

10.	**Shri Mohd. Owais** **Additional Director** **ICT & Capacity Building (ICT&CB) Division** ▪ WiFi Campus Networking; ▪ Cloud Network Services; ▪ Web Hosting; ▪ DNS Hosting;
11.	**Shri Naveen Choudhary** **Additional Director** **Emerging Technology Division** • Management of NEC's Tele-Education project. • New Proposals creation & prototype demonstrations to states w.r.t Smart Education Domain. • Planning and coordination for preparation of system Requirement Specifications, Floating of RFP, procuring and finally implementing the Data Center Projects. • Operation & Maintenance of Data Center Project: Phase-II Stage 2. • Involved in Newer initiatives/ concepts/proposal presentations at different forums. Any other tasks assigned by HoD from time to time.

12.	**Ms. Nirmal Marwah** **Additional Director** **ICT & Capacity Building (ICT&CB) Division** ▪ Office automation – HQ IT Infrastructure Management, e-Office, e-HRMS, UPS, EPBAX etc. ▪ Capacity Building programs in the area of emerging technologies including Cyber Security Awareness Program. ▪ Collaborative R&D other than Cyber Security. ▪ New project proposals based on the (ii) & (iii) above. ▪ Matters related to erstwhile NER project; WBL project. Any other tasks assigned by HoD from time to time.
13.	**Ms. Meenakshi Rai Bhatia** **Dy. CFO** **Finance Division** ▪ All the matters related to Salary of Regular, contractual employees and consultants including CPF, NPS, filing of Income Tax Return of CPF Trust, retrial benefits, pay fixation on joining/ promotion, annual increment, pay arrears, personal claims, settlement of advances, investment declaration forms of employees, TDS deduction and 24Q Return and all other incidental matters; ▪ Examination of files/ proposal received from Admin. Division; ▪ Examination / financial concurrence of new proposals submitted to Finance Division; ▪ Member of committee constituted for the purpose of enhanced medical reimbursement; ▪ Other work assigned from time to time.
14.	**Ms. Dimple Bammi** **Additional Director** **Networking Communication Division** Section: VSAT Network ▪ All activities related to VSAT Network; ▪ Expansion of above work to increase user base /improve revenue; ▪ Any other work given by HoD; Presently, acting as Assistant Vigilance Officer (AVO) to liaison with CVO in addition to her own duties.

15.	**Ms. Tejal Tiwari** **Additional Director** **ICT and Capacity Building (ICT&CB) Division** ▪ Supervision, guidance and management of entire Domain registration services under ac.in, edu.in, res.in, विद्या.भारत, विक्षा.भारत and िोध.भारत. ▪ Enhancement of domain services. ▪ Accessibility – DePwD project and new project. ▪ Software services – Development/deployment of the software application/ system. ▪ Project inputs related to Annual Plan, Annual Report. ▪ New initiative/ concept/ proposal presentations at different forum. Any other work assigned by HoD from time to time.
16.	**Shri Sunil Mishra** **Additional Director** **Emerging Technology Division** ▪ Planning and coordination for preparation of system Requirement Specifications, Floating of RFP, procuring and finally implementing the Data Center Projects. ▪ Project inputs related to Annual Plan, Annual Report, Pragati, Parliamentary Matters, e-Samiksha. ▪ Submission of new initiatives/concept/project proposals in area of ICT/ Connectivity/ Emerging Technologies. Any other tasks assigned by HoD from time to time.
17.	**Shri Anirudh Kumar** **Additional Director** **Emerging Technology Division** ▪ Planning and coordination for preparation of system Requirement Specifications, Floating of RFP, procuring and finally implementing the Data Center Projects. ▪ Project inputs related to Annual Plan, Annual Report, Pragati, Parliamentary Matters, e-Samiksha. ▪ Submission of new initiatives/concept/project proposals in area of ICT/ Connectivity/ Emerging Technologies. ▪ Operation & Maintenance of Data Center Project: Phase-II Stage 2. Any other tasks assigned by HoD from time to time.k

18.	**Shri Hari Krishna Atluri** **Manager** **R & D and Capacity Building Division** ▪ Carry out execution, Integration, evaluation and field-trials of R&D projects; ▪ Work on Hybrid LiFi-WiFi activities under Optical Wireless Communication project; ▪ Work on TSN testbed setup, OAM activities under Tactile Cyber-Physical System project; ▪ Contribution to ISEA training activities; and ▪ Administrative functions at Bangalore regional centre like tenders, procurements, payments, stock, imprest, land related etc.
19.	**Shri K.P.** **Subramanian** **Section Officer** **Personnel & Administration Division** Supervising Administrative matters/ HR matters relating to recruitment of Contractual/Outsourced Manpower/All Officers/Staff of ERNET India. Responsibilities involves: ▪ Disbursement of salary/ Payment to Vendors, ensure Statutory Compliances (ESI/PF/ Bonus, Min Wages etc); ▪ Settlement of personal claims e.g. medical, local TA, LTC, Newspaper etc.; ▪ Processing of Mobile bills, Internet, Data card of all employees; ▪ Recoup of Imprest of Regional Centers; ▪ Management of Sodexo card and coupons; ▪ Management of Tea/ Coffee, Water; ▪ Coordinating and organizing various meetings; ▪ Travel Desk (From Booking to Payment); ▪ Hiring of Taxies through GeM; ▪ Advertisement in Newspapers, Employment News etc.; ▪ Observance of important days namely International Day of Yoga, Swachh Bharat programs etc. including organizing competition and submission of report quarterly to MeitY; and ▪ Any other work assigned by Registrar & Director (P&A).

20.	**Shri R. Kesavan** **Sr. Scientific Officer** **R & D and Capacity Building Division** ▪ Carry out Integration, evaluation and field-trials of R&D projects; ▪ Work on outdoor LiFi activities under Optical Wireless Communication project; ▪ Support in DetNet methods over WAN activities under Tactile Cyber-Physical System project; ▪ Carryout training activities under ISEA-Ph-II; ▪ Administrative functions at Bangalore regional centre like tenders, procurements, payments, stock, imprest etc.
21.	**Ms. Jasvinder Kaur** **Private Secretary** **Office of DG** Taking dictation and typing work; attending visitors and phone calls; updating DG on urgent matters; following up with officers on matters as per directions; handling emails and dak; fixing appointments and coordinating meetings; ensuring proper maintaining of diary & dispatch registers and filing in DG Section; and other works assigned by DG

22.	**Ms. Leena Rajput** **Section Officer** **Finance Division** ▪ Verification of the financial proposals before submitting them to Dir (Finance); ▪ Issuance of invoices, debit notes, credit notes to the various users towards services provided by ERNET India; ▪ Reconciliation of debtors and creditors and follow-up with concerned divisions in ERNET India for their settlement; ▪ Handling correspondences with MeitY and other outside agencies; ▪ Processing appointment of Statutory Auditors, Internal Auditors, CPF Auditors &liaisoning with them for audit. Liaison; ▪ Liaisoning with P&T (C&AG) Auditors during P&T audit of ERNET India and doing coordination and follow-up with various divisions in ERNET India for replies to audit queries &observations and closure of Audit Report; ▪ Co-ordination for holding Finance & Accounts Committee meeting along with Preparation of agendas and minutes & their circulation to all members of the committee; ▪ Preparation of financial inputs for Executive Committee and Governing Council Meetings; ▪ Handling users' queries relating to payment/invoicing and facilitating their replies; ▪ Handling RTI matters related to Finance Division; ▪ Handling emails pertaining to Finance section and facilitating their replies; ▪ Member of various committees constituted from time to time; and ▪ Other work assigned from time to time. Cross-Checking of :- ▪ Cross-Checking of Pay bill of regular staff, contract staff on ERNET's roll and consultant; ▪ Cross-Checking of CPF and NPS related matters including CPF interest calculations, advance/ withdrawal from CPF/NPS, settlement on exit etc.; and ▪ Cross-Checking of financial part of Personnel matters viz. retiring benefits, pay fixation on joining/promotion, annual increment etc., payment & settlement of advances given to staff members etc.
23.	**Ms. Sunita Chawla** **Private Secretary** **Personnel & Administration Division** ▪ Handling telephone calls and keeping record of the selected calls; ▪ Maintain up-to date manual diary and dispatch registers; ▪ Updation of the RTI Portal as well as Public Grievances Portal; ▪ Bringing to the notice of the Reporting Officer any item of work that requires his immediate attention like Parliament Question, Letter/Instructions from VIPs and MOS Office, etc.;

	▪ Maintenance of APARs of all regular staff; ▪ Issue Office Memorandum for APARs; ▪ Other official work like maintenance of official files, opening of new files, handling/operating emails, e-files, Guard File as well as any other work assigned from time to time by Section also; ▪ Provide complete secretarial support in terms of taking down dictation, transcription and typing the same in the best possible manner including other important nature of work; and ▪ Relieving the Officer of much of his routine work and generally assisting him in such a manner as he may direct.
24.	**Sh. Naveen Kumar Fagna** **Assistant** **Personnel & Administration Division** • Legal Coordination: Liaise with legal counsel on ongoing court cases and ensure timely processing and presentation of legal bills for payment. • Updating legal court cases on the LIMBS (Legal Information Management & Briefing System) portal for monitoring and compliance purposes. • Training Coordination: Facilitate and monitor the participation of officers and staff in various training programs and take necessary administrative actions. • Event Observance & Reporting: Organize and oversee observance of significant national initiatives such as International Day of Yoga, Swachh Bharat programs, and related competitions. Compile and submit quarterly reports to MeitY. • Coordination with DMRC: Manage interactions with DMRC officials for matters related to lease agreement renewals, bill payments, and land issues. • Payments of rentals for premises located in Chennai and Bangalore. • KIADB (Karnataka Industrial Areas Development Board) Issues with lease or land allotment payments-related matters. • Tender Committee Representation: Act as the Admin Division's representative on the Tender Committee. • Coordinating Hindi/Rajbhasha related matters. Any other work assigned by Registrar & Director (P&A) Brief Description of Duties – Vigilance Division: • Processing vigilance clearance for officers in connection with forwarding of applications and other official purposes. • Organizing vigilance-related meetings and ensuring proper documentation and follow-up actions. • Successfully organized Vigilance Awareness Week, including awareness activities and campaigns. • Preparing CTE Report/Agreed list/ODI List • Preparing and submitting Quarterly Performance Reports (QPR) on the Central Vigilance Commission (CVC) portal as per schedule. Assisting in the management of surprise inspections and regular inspections conducted by the Chief Vigilance Officer ERNET India (CVO). ·Performing other vigilance-related tasks as assigned by the CVO. ·Executing any additional work assigned by superiors in line with vigilance ▪ and administrative responsibilities

25.	**Shri Srikanth Mallepakula** **Scientific Officer** **Networking Communication Division** Section: Terrestrial WAN setup • All activities related to cloud operations and webhosting services • All activities related to email hosting services • All activities related to DNS services • All activities related to eduroam services • ERNET India's website maintenance and its content update. Any other work assigned by HoD
26.	**Shri Anuj Sahani** **Assistant** **Personnel & Administration Division** General Administration Matters :- ▪ Procurement of Technical & Non tech. items through GeM; ▪ Maintenance of office premises; ▪ Printing of Annual Report of ERNET India; ▪ Maintain records related to EMD and Bank Guarantees submitted by vendors; ▪ Prepare tender documents for purchase items for official use; ▪ Examine the files received from Technical division for issue of Purchase Order and release of payments and relates to draft tender documents; ▪ Maintain Purchase Order Register, file opening register, EMD register etc.; ▪ Assisting in coordination and organizing meeting of GC and EC and prepare minutes of the same; ▪ Assisting in laying of Annual Report in Both the houses of Parliament; ▪ Assisting in prepare inputs and review statement of ERNET India; ▪ Insurance of equipment provisioned at ERNET Delhi office; ▪ Overall coordination for disposal of obsolete items with ERNET stores; ▪ Overall coordination with teammates regarding tendering of hiring of manpower, release of payment etc.; ▪ Work as security officer of ERNET premises by maintaining Fire Alarm System, Public address system etc.; And ▪ Any other work assigned by Registrar & Director (P&A).
27.	**Ms. Pooja Kumari,** **Stenographer (English)** **Office of DG** Taking dictations and typing work; maintaining diary and dispatch registers; filing; and any work assigned by Reporting Officer.